

BRAINERD LAKES REGIONAL AIRPORT
NOVEMBER 5, 2020 MEETING MINUTES

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Lakes Regional Airport Commission was called to order at 9:30 a.m. in the Passenger Terminal Waiting Area by Chair Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Don Jacobson, Kevin Stunek, Paul Koering, Trudi Amundson, Vice Chair; Keith Riedel. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager, Rachel Usher, Architect, Mitchell Walker, Project Manager; and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY AMUNDSON AND KOERING, DULY CARRIED, THAT THE AGENDA BE APPROVED.

Upon roll call, all members voted “aye”.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of October 1, 2020, with Financial Report of September 2020, as distributed. The Director requested a change to the language under the Director’s Activity Plan to state: “The Director presented the need to create a business plan.”

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED WITH THE UPDATED LANGUAGE UNDER THE DIRECTOR’S ACTIVITY PLAN.

Upon roll call, all members voted “aye”.

APPROVAL TO PAY BILLS – Approved.

Commissioner Jacobson asked what was paid to Strateligent. The Director mentioned we paid Strateligent for the integrated Lake Country Cares campaign, and Website presence and marketing. Jacobson requested a Strateligent marketing presentation at the December meeting.

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING BE APPROVED.

It was confirmed that the motion included all bills emailed to the Commissioners.

Upon roll call, all members voted “aye”.

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

A. Airport Director

i. Director's Report – Discussion

The Director thanked BRD staff for doing a great job with Part 139 recordkeeping. BRD passed the Part 139 inspection which was conducted remotely this year.

B. Consulting Engineer

Rachel Usher presented the ARFF SRE design which is 30% complete. Mitch Walker indicated future growth was incorporated into the design in accordance with the Master Plan, future equipment needs and discussion with staff. Specifications include a size of about 27,000 sq feet, alternative, efficient utility systems, radiant slab flooring and a South-facing roof. This design will join the new ARFF facility with the new Snow Removal Equipment building. All elements in the current design are deemed eligible for federal funding and justifiable for the size of the airport. Mead and Hunt staff are working with the FAA to restructure taxiway Delta and possibly relocate the heliport.

OLD BUSINESS

Discussion – Airport Independent Flight Instructor Permit

The Leases Committee met with BRD flight instructors and NorthPoint Aviation management and will have a follow-up meeting in November on a date to-be-determined.

NEW BUSINESS

Discussion – Air Show Planning

Julie Pangelo from Star Dust Car Shows presented their business and proposal to host a small air show and car show as a free community event at BRD. This will entail approximately 1 year of planning. She will present their proposed contract at a future Commission meeting.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on December 3, 2020.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT

Airport Commission Minutes
November 5, 2020

THE COMMISSION PUBLIC MEETING ADJOURN, AT 11:05AM.

Upon roll call, all members voted "aye".

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven A. Wright, A.A.E.
Airport Director

